

**UNITED STATES DISTRICT COURT
DISTRICT OF NORTH DAKOTA**

JUROR INFORMATION SHEET - BISMARCK

This sheet provides practical information that will be important throughout your term of jury service. It is important that you **KEEP THIS INFORMATION SHEET** and refer to it each time you receive a notice to report for jury service.

Questions should be directed to: Office of the Clerk, U.S. District Court
PO Box 1193, Bismarck, ND 58601
Telephone: 701/530-2306 or 1-877-614-2377(toll-free)
e-mail: bismarck_jury@ndd.uscourts.gov

LOCATION: The William L. Guy Federal Building & U.S. Courthouse is located on the corner of Rosser Avenue and 3rd Street, Bismarck.

VISITOR CELL PHONES & PAGERS ARE NOT ALLOWED IN THE COURTHOUSE

JURY TERM: The term of service is six months: March through August and September through March. A written notice for a specific date will be mailed to you approximately two weeks prior to the date you are summoned to report. Upon receipt of that notice you **MUST IMMEDIATELY** sign and return the appropriate portion of the card.

COURT HOURS: Court is usually in session Monday through Friday from 9:00 AM to 12 Noon and 1:30 PM to 5:00 PM.

PERSONAL: Notify this office of changes in name, address, telephone or employment.

PARKING: There is a government parking lot located at 1st Street & Rosser Avenue (map enclosed). We encourage you to park in this lot. If you park in a commercial lot, you will be reimbursed for parking expenses. If you park on the street, park in an area where more than 2 hours is allowed because jury selection will take approximately 3 hours. The spots next to the federal building are reserved - **DO NOT park in the lot around the federal building.** Jurors are responsible for any parking violation notices issued by the police department or other authority.

JURY FEES: You will be paid an attendance fee of \$40 per day for your attendance at the place of trial. In addition, you will be paid 44-1/2 cents per mile for round trip mileage from your residence to the courthouse. If it is necessary for you to use public transportation (except taxi cabs) the actual reasonable expense of such public transportation will be paid. When an overnight stay is required, you will be paid a subsistence fee in the amount of \$99 if you submit a copy of your hotel receipt. If you do not have a hotel receipt, you will be paid \$39 per day as a subsistence fee. Except in emergency circumstances, if you live within 50 miles of the courthouse you will be paid the mileage amount. You may stay overnight if you choose, however, you will be paid the mileage amount, not the subsistence amount. Jury fees will be paid to you as soon after the session of court as possible. 1099 forms will not be issued by the Court (unless you are paid attendance fees of \$600 or more). We suggest that you keep an independent record of your attendance fees. The \$40 attendance fee is the only amount you must declare as income.

REQUESTS FOR EXCUSE: Requests for excuse on the basis of undue hardship or extreme inconvenience will not be considered unless a written request is received by us not less than three days prior to the date you are instructed to report. You make your request by letter or e-mail (Bismarck_Jury@ndd.uscourts.gov). Except in emergency situations, a telephone request for excuse cannot be granted. Requests for excuse must be from the juror (not an employer) and must be in writing so that we have documentation for our file. Requests for excuse because of vacations or business trips should be forwarded to this office as soon as you become aware of such dates.

INJURIES: Title 28 USC 1877 extends coverage under the Federal Employees' Compensation Act to all federal jurors. It provides for reimbursement by the United States for medical expenses resulting from injuries incurred in the performance of duty for the Government, as well as the payment of compensation for disability or death resulting from personal injury sustained in the course of such duty.

FEDERAL GOVERNMENT EMPLOYEES: Full-time, part-time or temporary employees of the Federal Government, excluding Postal employees, who serve as jurors in federal court are not entitled to an attendance fee unless you are in a non-pay status during all or part of your jury service. If you are a federal employee, report this fact to the clerk's office (also advise as to any days you are in a non-pay status).

EMPLOYMENT STATUS: Title 28 USC 1875 provides for the protection of jurors against discharge or coercion by employers as a result of being called for jury duty. The Court may assess attorneys' fees and costs against the employer when an attorney has to be retained or appointed by the Court to represent a juror alleging interference by an employer in a juror's performance of jury service.

DRESS: To maintain a standard of decorum, it is requested that jurors not wear blue jeans. Generally, the trial begins immediately after jury selection is completed. If because of distance it is necessary for you to stay overnight, please be prepared to do so in the event you are selected as a juror. The temperature in the courtroom is often cool so we suggest that you wear a sweater or jacket for your comfort.

YOU MUST DO THE FOLLOWING PRIOR TO REPORTING FOR JURY SERVICE:

After 5:00 PM on the day BEFORE you are to appear for jury service, call the Jury Line at **530-2336 OR 1-877-614-2377 (toll free)**. You will reach a recorded message with final reporting instructions. If you are scheduled to report on a Monday you may call any time after 5:00 PM on Friday and throughout the week-end.

FAILURE TO CALL THE JURY LINE MAY RESULT IN NON-PAYMENT OF FEES.

If you must leave your home prior to 5:00 PM on a week day, you may call me at 701/530-2306 or 1-877-614-2377 during normal business hours.

The Court sincerely hopes that your service as a juror will be a rewarding experience. If there is anything the Court staff can do to make your service more pleasant, please tell us. Thank you.

/s/

Candace M. Schafer, CLA
Jury Administrator